

University of South Carolina
New Student Employee Onboarding Tasks in HCM PeopleSoft
Job Aid for Students and Student Hire Reps

How new student employees complete Onboarding Tasks in HCM PeopleSoft:
 This job aid provides Students and Student Hire Representatives with an overview of the New Student Employee Onboarding tasks in HCM PeopleSoft. Student Hire Representatives will not be able to access/duplicate the onboarding information that student employees are required to complete, so please reference the below screenshots.

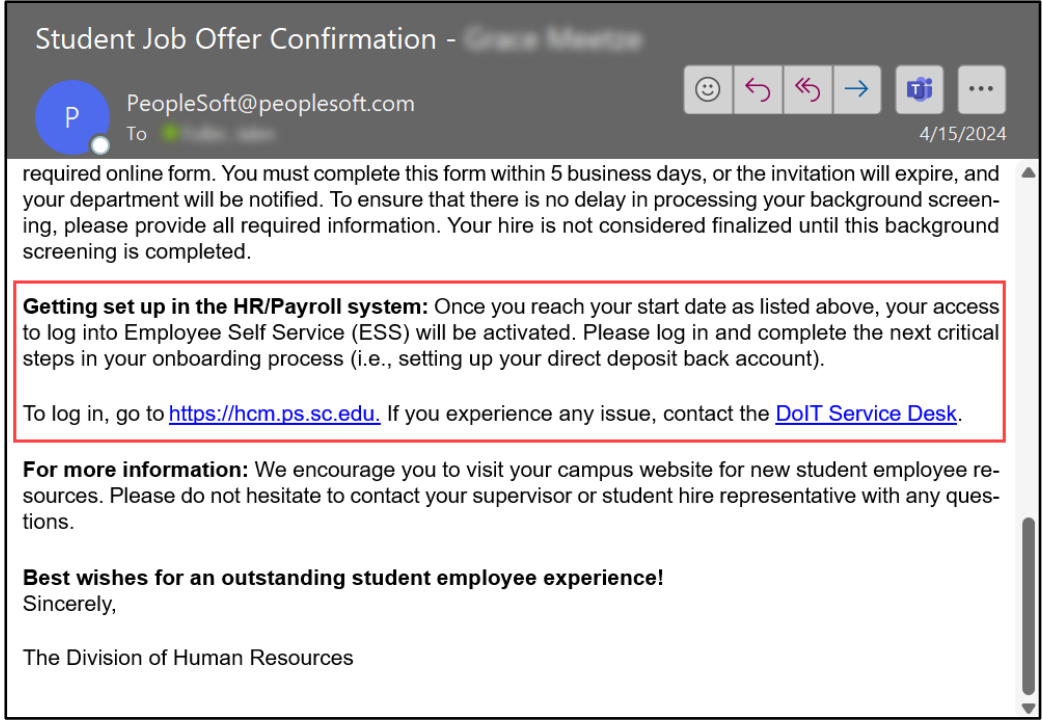
Navigation: Employee Self Service > OnBoarding > OnBoarding Activities

Information	Screenshots
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Step 1: Upon HR approval of the hire, all new student employees receive an email from the HR/Payroll system (peoplesoft@peoplesoft.com) advising them to complete Onboarding tasks in HCM PeopleSoft.

Step 2: The student logs into HCM PeopleSoft on or after the start date of their employment. For security reasons, students cannot access HCM prior to their start date, even if the hire was approved in advance.

Note: This process is strictly for new student employees; rehires will not be required to complete the Onboarding tasks.



Getting set up in the HR/Payroll system: Once you reach your start date as listed above, your access to log into Employee Self Service (ESS) will be activated. Please log in and complete the next critical steps in your onboarding process (i.e., setting up your direct deposit back account).

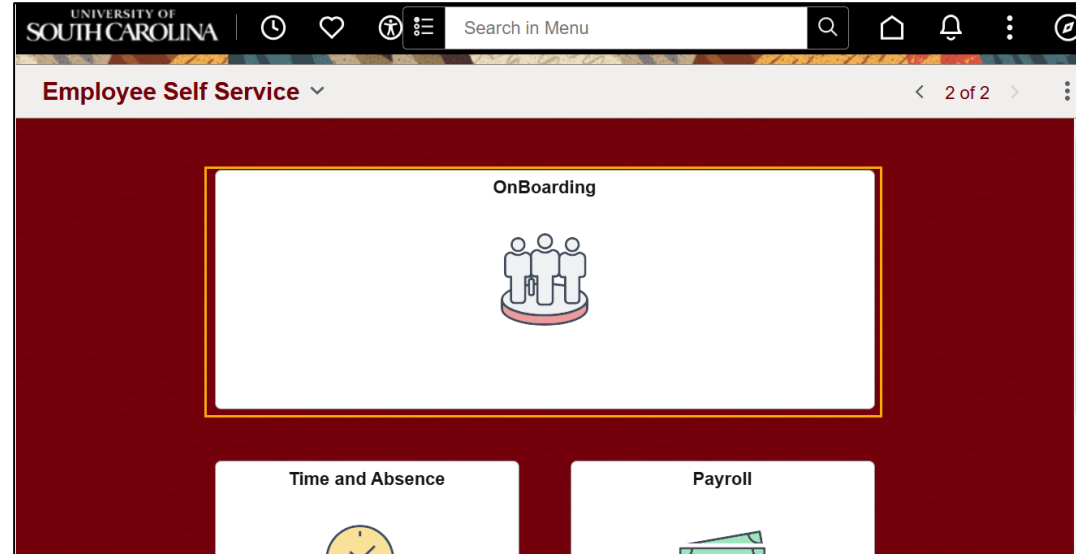
To log in, go to <https://hcm.ps.sc.edu>. If you experience any issue, contact the [DoIT Service Desk](#).

For more information: We encourage you to visit your campus website for new student employee resources. Please do not hesitate to contact your supervisor or student hire representative with any questions.

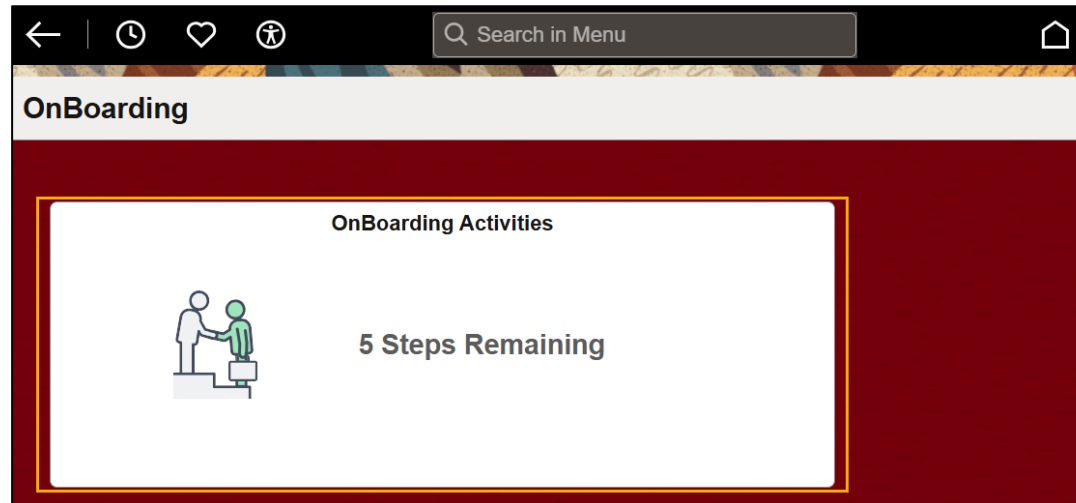
Best wishes for an outstanding student employee experience!
 Sincerely,
 The Division of Human Resources

University of South Carolina New Student Employee Onboarding Tasks in HCM PeopleSoft Job Aid for Students and Student Hire Reps

Step 3: When the student logs onto HCM PeopleSoft, they will arrive on the Employee Self Service landing page. The student will then select the **OnBoarding** tile.



Step 4: Next, the student will click the **OnBoarding Activities** tile to begin onboarding activities.



University of South Carolina

New Student Employee Onboarding Tasks in HCM PeopleSoft

Job Aid for Students and Student Hire Reps

Step 5: The student should click all links on the *Welcome* screen of the OnBoarding Activities for information on how to set up a Direct Deposit account, FAQs for completing the W-4 Tax Withholding forms, and information for recording hours worked in the Time and Absence System.


Step 6: The student should click in and take applicable actions in **each** of the tabs on the left-hand menu.

Step 7: The student will begin on the *Direct Deposits* tab using the **Next** button or the left-hand menu.

University of South Carolina Student Onboarding

Undergraduate Assistant

- Welcome
● Visted
- Direct Deposits
● Visted
- W4 Tax Withholdings
● Visted
- Required Documents
● Visted
- Summary
● Visted



Congratulations on your new student job as an *Undergraduate Assistant*. We are excited for you to be a part of the UofSC work experience and have the opportunity to contribute to the campus we all love. We have provided some instructions and help links to assist you in completing the steps required to be paid.

IMPORTANT: As you complete a step, click mark complete or use Summary step at the end to mark steps complete.

Payroll Setup Steps

- Step 1. Setup Direct Deposit (*required step)
 - [Setup Direct Deposit \(How To Guide\)](#)
- Step 2. W-4 Tax Withholdings (*required step)
 - [Complete W-4 Tax Withholding \(FAQs\)](#)
- Step 3. ACA Acknowledgement (Required Documents)

Hourly Employees - Record Working Hours

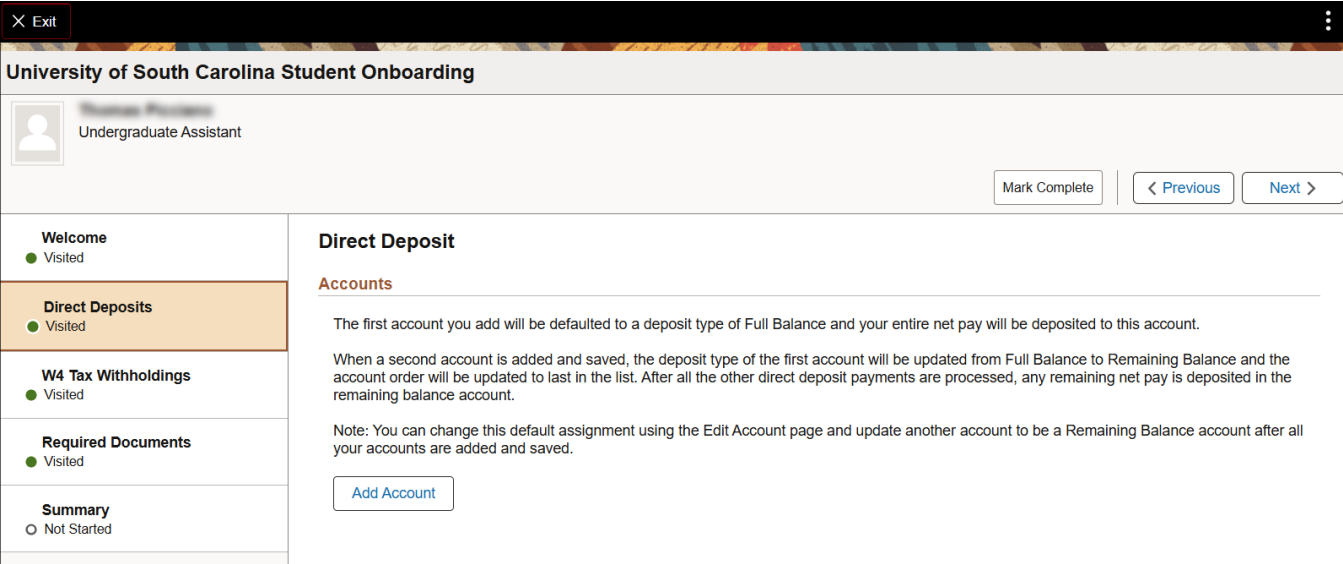
- [Training Guides/Student Job Aids](#)
- [FAQS for Recording Working Hours](#)

University of South Carolina

New Student Employee Onboarding Tasks in HCM PeopleSoft

Job Aid for Students and Student Hire Reps

Step 8: The student will need to complete the *Direct Deposits* tab. The student, having read the guide provided on the welcome page, should click the **Add Account** button to set up their direct deposit.



University of South Carolina Student Onboarding

Undergraduate Assistant

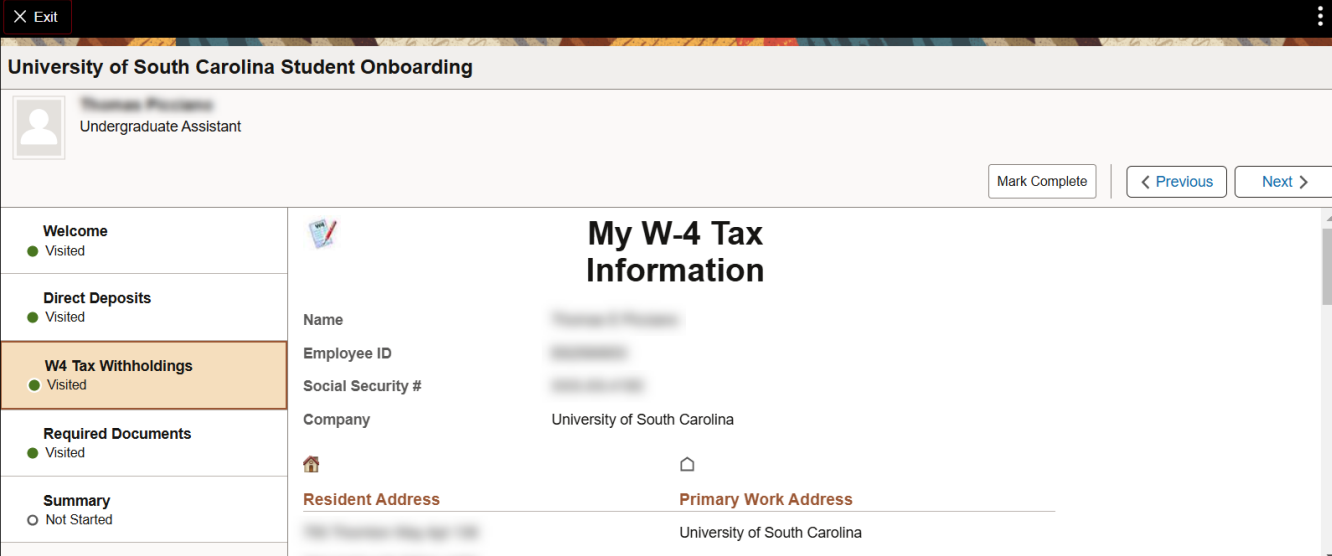
Mark Complete < Previous Next >

Welcome ● Visited	Direct Deposit Accounts The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account. When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account. Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved. <input type="button" value="Add Account"/>
Direct Deposits ● Visited	
W4 Tax Withholdings ● Visited	
Required Documents ● Visited	
Summary ○ Not Started	

Step 9: Once the direct deposit account has been added, the student will navigate to the *W4 Tax Withholdings* tab using the **Next** button or the left-hand menu.

University of South Carolina New Student Employee Onboarding Tasks in HCM PeopleSoft Job Aid for Students and Student Hire Reps

Step 10: Tax withholding forms are pre-populated with student address information entered on the student’s banner profile. A section for the Federal W4, South Carolina W4 (as the primary work location), and any home state (that is not SC) will populate on this page. The student will need to click into each tax form to fill them out by using the **Update Your Tax Information** buttons corresponding to the Federal or State(s) forms. The student should enter their tax withholding information, referencing the FAQ link/directions on the welcome tab. For each form, the student will need to click the **Sign & Submit** button near the bottom of the tax form once it has been completed.



[Update your Federal Tax Information](#)

[Update your tax information for South Carolina](#)

Step 11: Once the relevant tax information forms have been completed and signed, the student will navigate to the *Required Documents* tab using the **Next** button or the left-hand menu.

Note: Contact the Payroll Department via email at payroll@mailbox.sc.edu for additional information on tax withholding forms.

You may claim exemption from withholding for 2024 if you meet both of the following conditions.

- you had no federal income tax liability in 2023
- and
- you expect to have no federal income tax liability in 2024.

Step 5: Sign Here

Sign and Submit

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Date 12/18/2024

[Sign & Submit](#)

University of South Carolina

New Student Employee Onboarding Tasks in HCM PeopleSoft

Job Aid for Students and Student Hire Reps

Step 12: In the Required Documents tab, the student should click the **Download** button to obtain copies of the *ACA Marketplace Notice* and the *ACA Acknowledgement of Receipt*. Once the student has reviewed the documentation they can proceed to Step 2 on the page to Acknowledge receipt. To do so, the student should click the **Acknowledge** button in *Step 2*.


Step 13: Once the documentation has been acknowledged, the student will navigate to the Summary tab using the **Next** button or the left-hand menu.

Step 14: In the Summary tab, the student can either click the **Mark Complete** button next to each tab on this page, or they can simply click the Mark Complete button in the top right corner to mark all items as complete.

<ul style="list-style-type: none"> Welcome ● Visited Direct Deposits ● Visited W4 Tax Withholdings ● Visited <li style="background-color: #f4a460;">Required Documents ● Visited Summary ● Visited 	<h3>Required Documents</h3> <p>Step 1 - Download Documents</p> <p>Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.</p> <table border="1"> <thead> <tr> <th>Document / Description</th> <th>File Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>ACA Acknowledgement</td> <td>USC_aca_acknowledgement_of_receipt.pdf</td> <td style="text-align: center;"> ✔ Download </td> </tr> <tr> <td>ACA Marketplace Notice</td> <td>ACA_Marketplace_Exchange_Notice.pdf</td> <td style="text-align: center;"> ✔ Download </td> </tr> </tbody> </table> <p>Step 2 - Acknowledge / Upload Required Documents</p> <p>You must acknowledge or upload the listed documents.</p> <table border="1"> <thead> <tr> <th>Document / Description</th> <th>File Name / Attached On</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>ACA Acknowledgement</td> <td>USC_aca_acknowledgement_of_receipt.pdf</td> <td style="text-align: center;"> Acknowledge </td> </tr> </tbody> </table>	Document / Description	File Name	Action	ACA Acknowledgement	USC_aca_acknowledgement_of_receipt.pdf	✔ Download	ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice.pdf	✔ Download	Document / Description	File Name / Attached On	Action	ACA Acknowledgement	USC_aca_acknowledgement_of_receipt.pdf	Acknowledge
Document / Description	File Name	Action														
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt.pdf	✔ Download														
ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice.pdf	✔ Download														
Document / Description	File Name / Attached On	Action														
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt.pdf	Acknowledge														

✕ Exit
⋮

University of South Carolina Student Onboarding



Undergraduate Assistant

Mark Complete
< Previous

To finish the OnBoarding process, please select the **Complete** button.

Step	Status	Mark Complete	Go to Step
Welcome	● Visited	Mark Complete	Go to Step
Direct Deposits	● Visited	Mark Complete	Go to Step
W4 Tax Withholdings	● Visited	Mark Complete	Go to Step
Required Documents	● Visited	Mark Complete	Go to Step

University of South Carolina
New Student Employee Onboarding Tasks in HCM PeopleSoft
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Step 15: The student can tell they've completed the Onboarding tasks when they see the green check mark and the OnBoarding Activities tile says 'Completed'.

Note: If a student does not complete the onboarding tasks they will receive reminders via email from peoplesoft@peoplesoft.com.

